

Changes to SAIS Student Detail Data for FY 2004

If a LEA decides to modify their student information in SAIS for fiscal year 2003-2004, this is the process that must be followed:

1. An email or letter on official letter head from the Business Manager or Superintendent/Charter Holder should be sent to:
Rachel Arroyo (rarroyo@ade.az.gov)
ADE - School Finance,
1535 West Jefferson Street, Bin #13, Phoenix, AZ 85007
This correspondence should contain the following:
 - LEA Name
 - LEA CTDS Number
 - Date range for the extension
 - Purpose of the extension – (description of what counts are inaccurate, and what areas are needing correcting (example: ELL Counts))
 - Contact details of person at LEA
2. The LEA will be notified within 48 hours whether the extension is granted.
3. Once the LEA has completed their uploads, they need to send an email to the School Finance Inbox (SchoolFinance@ade.az.gov) requesting updated reports or aggregation on their data. Again, full details specifying the LEA Name and CTDS number, along with reference to the Fiscal Year being requested, along with the exact areas needing updating must be included.

The above process is referred to as the 15-915 process, but note, this does not require the LEA to take this before their governing board for approval.